

POSITION: Supervisory Police Office, GS-083-8**TYPE OF APPOINTMENT:** Temporary Promotion, Not to Exceed 1 year and 1 day, may be extended or terminated sooner based on workload, staffing or budget.**NUMBER OF VACANCIES:** 1 Full-time Position**POSITION DESCRIPTION:** 9248A**SALARY RANGE:** \$41,834 to \$51,743 per annum**NOTE 1:** This is a time-limited promotion. This position may be made permanent without further competition.**NOTE 2:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion**NOTE 3:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 4:** Employee selected must serve a one (1) year probationary period for supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.**NOTE 5:** This is a Non-Bargaining Unit position.**TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Police & Security Service, Portland OR Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.**AREA OF CONSIDERATION:** Consideration will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center in the **Police & Security Service ONLY****Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.****Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent plans, prepares, and makes changes in the organization of work assignments and functions for police officers assigned to the respective tour of duty on a seven-day a week basis. The incumbent is responsible for assisting in the planning, coordination and organization of the twenty-four hour operation of the Medical Center's Security program. Develops, reviews, and reports to higher management workload statistics, overtime requirements, and workload requirements necessitating additional staff. The supervisor ensures that an adequate number of staff is on duty to meet the workload requirements. Incumbent is required to operate a motor vehicle and police emergency equipment in the performance of his/her duties. Incumbent will be under the supervision of the Operations Officer, Police Service.**GENERAL REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbooks for GS-083 series and supervisory positions apply and may be reviewed in the Human Resources Management Division office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.**Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed below:

- Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Accomplish the quality and quantity of work expectations with set limits of costs and time.
- Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Understand and further management goals as they affect day-to-day operations.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.

Rating Factors: *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* 1. The ability to provide vision, motivation and direction, inspiring teams to be productive, self-reliant and customer focused. 2. Ability to prepare budget estimates, manage fund control points, cost center distribution, and plan long and short range goals. 3. Ability to supervise. 4. Knowledge of established law enforcement rules and procedures as they apply to arrest authority, search procedures and the criminal court system.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** In order to be considered for this vacancy, interested **employees must complete and submit VA Form 5-4078**, Application for Promotion or Reassignment, to be received in Human Resources Management Division (P4HRMS) **no later than 4:30 p.m. on the closing date** of this announcement. **Applicants must submit VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the closing date of the position.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the closing date. These forms are available in Human Resources Management Division and on the internal Human Resources website.**HOW TO OBTAIN FORMS:****In Portland**VA Medical Center, Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center, Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207**Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement or postmarked on or before the closing date. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.**